

March 4, 2009

TO: MCAAB Board Members

FR: Frank Taylor, Director

RE: Macomb Community Action Advisory Board Meeting Notice

The Macomb Community Action Advisory Board meeting will be held on:

**Tuesday, March 10, 2009**  
**Macomb County Health Department (Conference Room)**  
**43525 Elizabeth Road**  
**Mt. Clemens, MI 48043**  
*Lunch will be served at 11:30 a.m. Business meeting will begin at approximately 11:45 a.m.*

## **A G E N D A**

- I. Call to Order/Pledge of Allegiance
- II. Determination of a Quorum
- III. Approval of the Agenda
- IV. Approval of December 9, 2008 Minutes (Attached)
- V. Public Comment
- VI. Chairperson's Report
  1. Advisory Board Update
    - MCAAB Roster Update (Attached)
    - Committee Assignments (Attached)
    - Committee Responsibilities (Attached)
- VII. Committee Reports
  - Executive Committee Report**
    1. Recommendation to Approve MCAAB Board Member (Attached)
    2. Recommendation to Receive Community Services Block Grant (CSBG) Earned Income Tax Preparation (EITC) Grant Funds (Attached)
    3. Recommendation to Receive the Department of Human Services/TANF Tax Preparation Assistance Grant (attached)
    4. Recommendation to Receive Additional Individual Development Account (IDA) Funds (Attached)

IX. Committee Reports *Continued*

**Executive Committee Report**

5. Recommendation to Receive the Department of Human Services/MPSC Home Energy Deliverable Fuel Assistance Funds – (Attached)
6. Recommendation to Approve MCAAB By-Laws with Revisions (Attached)
7. Recommendation to Receive and File Work First Contract Audit Report (Attached)

**Budget Committee Report**

1. Recommendation to Revise Financial Procedures Manual - Procurement Process (Attached)
2. Recommendation to Receive and File Budget Summary Report (Attached)
3. Recommendation to Receive and File Special Assistance Grants Progress Report (Attached)
4. Recommendation to Receive and File Cash Donations Report (Attached)
5. Recommendation to Receive and File Five Year Comparison on Major Funding Sources (Attached)

**Program Planning & Evaluation Committee Report**

1. Recommendation to Receive and File Program Reports for October, November, December 2008 and January 2009. (Attached)
2. Recommendation to Receive and File Results Oriented Management & Accountability (ROMA) FY 2009 First Quarter Report (Attached)
3. Update on Preparation for the Head Start Peer Review – (packet previously distributed at prior Committee Meetings)
4. Receive and File Head Start Policy Council Report

X. Director's Report

1. Update on American Recovery Act 2009
2. Update on 2009 County Budget Appropriation

XI. New Business/Emerging Issues

XII. Announcements

XIII. Next Full Board Meeting – June 9, 2009 at Macomb County Health Department

XIV. Adjournment

*Persons with disabilities needing accommodations to attend, please contact MCCSA, at 21885 Dunham Road, Suite, 10, Clinton Township, MI 48036. (586) 469-6999.  
A three (3) day notice is required. TDD# (586) 469-5962.*